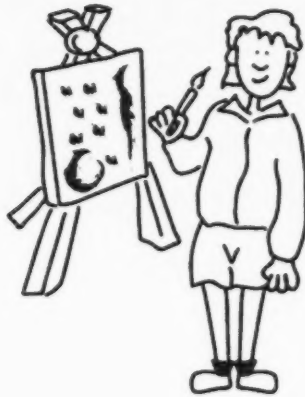


CAREER OPPORTUNITIES SERIES ...

Jobs in Arts, Culture and Heritage



Department of Education, Culture and Employment

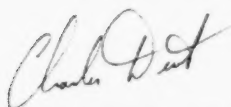
MINISTER'S MESSAGE

I am pleased to present Jobs in Arts, Culture and Heritage, the latest of the Career Opportunities Series produced by the Department of Education, Culture and Employment to help Northerners make informed career and education choices. This booklet has been produced with the help of a number of heritage and arts professionals in the Northwest Territories (NWT).

People who work in the arts, culture and heritage sector portray, preserve and promote the culture of the NWT. Perhaps more than any other, this is a field in which people are the principal resource. Many workers in arts, culture and heritage also promote and sell their own products and run their own businesses.

Working in the arts, culture and heritage sector can be an exciting and rewarding opportunity for Northerners to get involved in the rich and unique heritage of the NWT.

This booklet is a valuable resource of current and accurate Northern labour market information that will help you make your career decisions. I encourage you to consider this information when exploring and researching your options.

A handwritten signature in cursive script, appearing to read 'Charles Dent', is positioned above the printed name.

The Honourable Charles Dent
Minister of Education, Culture and Employment

CONTENTS

Introduction	2
What are Arts, Culture and Heritage?	2
Will there be Jobs in Arts, Culture and Heritage?	3
What Jobs Will There Be?	4
Arts and the Cultural Industry	4
Performing Arts and Production	4
Visual Arts and Crafts	5
Literary Arts and Publishing	6
Film, TV and Radio	6
Museums and Cultural/Heritage Centres	8
Museums and Cultural/Heritage Centres	8
Languages	9
Cultural Tourism	10
Working Conditions	12
Where to get Training	13
Volunteering	13
Aurora College	13
On-the-Job Training	13
Southern Colleges	14
University Programs	14
Canada/NWT Business Service Centre	14
How to Apply for a Job in Arts, Culture and Heritage	15
Useful Web sites	15
Career Planning	18
Financial Assistance	18
For More Information	19
NWT Career Centres	19

INTRODUCTION

Jobs in arts, culture and heritage preserve, portray and promote cultures of the Northwest Territories (NWT). These opportunities are as diverse and unique as the people of the North. As with the rest of Canada, the NWT is fortunate to have a rich heritage and a large number of talented artists.

Arts, culture and heritage are a great choice for your career if you are looking for a way to express your creativity, work with interesting people and have a great deal of job satisfaction. This booklet will help you explore a few of the many exciting careers available in the arts, culture and heritage in the NWT.

WHAT ARE ARTS, CULTURE AND HERITAGE?

Arts, culture and heritage are an important part of our everyday lives. Everything has a history – from the building you work in, to the street you live on and the land on which you walk. The arts are everything from the music we listen to, the movies we see, to the artwork that is in our homes.

Heritage and culture include everything passed down from our ancestors. Heritage does not just focus on history, but allows us to look towards the future as well. By studying the past, we can make changes in how we live and make the NWT a better place for everyone. The NWT offers many opportunities to work in the heritage and cultural sector such as: museum curators, archaeologists, tour guides, interpreters, archivists and coordinators.

Art is often used to express cultural heritage. The arts allow us to express emotions, share talents and to help others see things in a new way. There are many different forms of art in which you can use your talents. **Visual art** includes: carving, sewing, painting, printmaking and photography. The **literary arts** include: writing, publishing and selling printed goods like books and magazines. The **performing arts** include: music, dance, theatre, performance art and storytelling. **Film, television and radio** focus on the creation, production, promotion and distribution of movies, television shows, radio programs and commercials. **New media** is a more recent addition to the arts and it includes the use of computer and digital technologies, video art and audio-visual forms and performances.

WILL THERE BE JOBS IN ARTS, CULTURE AND HERITAGE?

Public interest and government spending generally determine if there are jobs available in arts, culture and heritage. It is becoming more important to have local people who are trained to conserve and protect their cultural artifacts and heritage. Regional cultural centres are crucial for the development of appreciation and pride for northern heritage.

Cultural tourism plays a large role in the promotion of culture and heritage. People around the world enjoy visiting the NWT to learn about its unique cultures and history. The tourism industry is quickly growing and creating a demand for souvenirs, arts and crafts, since most tourists enjoy taking a little piece of the NWT home with them after their visit.

As long as people continue to express who they are through music, song, film, theatre, dance and artwork there will be exciting opportunities in the arts. With the media exposure that the North is receiving, it will become easier for northern artists to make themselves known nationally and around the world. Technology and the Internet are also beginning to make it easier for new artists to market and sell their art and successfully compete with popular artists.



WHAT JOBS WILL THERE BE?

There are many different types of jobs in arts, culture and heritage, and all have different training and education requirements. Some jobs focus either on heritage, cultures or on art, while others are a blend of all three. It is important to remember that the more training and education you have, the greater the opportunities available to you. Talent and motivation also play a large part in the arts industry.

ARTS AND THE CULTURAL INDUSTRY

Art is an expression of individual skills and creativity using visual, literary and performing media. The cultural industry is the business aspect of the arts, such as the marketing and selling of music, arts and crafts. Below are just a few examples of the opportunities available to you in the arts and cultural industry:

Performing Arts and Production

JOB	DESCRIPTION
Concert Promoter	Hires artists and performers and arranges concerts or festivals.
Music Teacher	Teaches students to play musical instruments, conducts the school band and may help singers with voice lessons.
Record Producer	Helps choose and arrange the right songs for a recording artist.
Singer	Sings and/or plays music solo or as part of a group.
Songwriter	Writes the lyrics and/or music of a song.

Visual Arts and Crafts

JOB	DESCRIPTION
Carver	Creates pieces of art by carving and shaping materials such as bone, antler, stone, wood and ice.
Painter	Creates paintings using oils, acrylics or watercolour paints.
Photographer	Takes commercial, portrait, press or artistic photographs. May work privately or in the media for newspapers, magazines and television.
Art Historian	Teaches, researches and writes about the history of art. Art historians usually focus on an artist, a time-period or an art style.
Weaver	Creates rugs, tapestries and clothing in fabric. Weavers use a variety of materials such as: cloth, reeds or other plants and wool.
Potter	Makes pots, dishes, vases or decorations out of clay.
Woodworker	Creates furniture, carvings and decorations out of wood.
Illustrator	Creates pictures, diagrams and maps that explain or decorate products.
Web Site Designer	Creates and designs the layout and the image of a web site.

Literary Arts and Publishing

JOB	DESCRIPTION
Journalist	Writes and edits articles and stories for newspapers and magazines.
Author	Writes books, stories or articles to entertain, inform and educate others.
Publisher	Prepares books, newspapers and magazines for sale and distribution.
Librarian	Helps people find information located in books, magazines and the Internet. Librarians usually work in a school or public library.
Language Teacher	Teaches students how to speak a different language.
Bookseller	Sells books, maintains store inventory and orders books from publishers.

Film, TV and Radio

JOB	DESCRIPTION
Actor	Entertains people by portraying characters in plays, movies, television and commercials.
Dancer	Expresses rhythm, sound, emotions and ideas through movement. May perform in a group, with a partner or alone.
Disk Jockey	Decides what songs to play on the radio and what people listening to the radio may enjoy.

Film, TV and Radio Continued

JOB	DESCRIPTION
Director	Interprets the creator's work and directs the performers and designers.
Producer	Organizes the production of movies, plays and radio or television programs.
Announcer	Announces programs and commercials and reads the news on television or radio.
Make-up Artist	Provides suitable make-up and hairstyles for models and actors. Make-up artists sometimes also work in beauty salons or in spas as estheticians.
Costume Designer	Researches and designs suitable costumes for actors and their performance. Closely works with make-up artists to create the visual effects of a movie, play or television program.

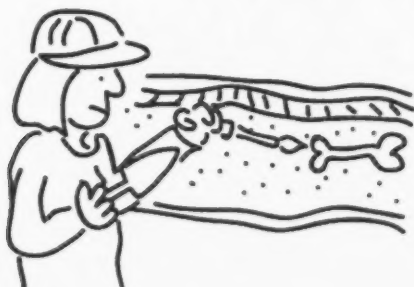


MUSEUMS AND CULTURAL/HERITAGE CENTRES

Museums and heritage centres are located in both large cities and in many small communities. Tourism plays a large part in sharing with the public what museums and heritage centres have to offer. Below are just a few examples of the opportunities available to you in museum and cultural/heritage centres:

Museums and Cultural/Heritage Centres

JOB	DESCRIPTION
Anthropologist	Studies the traditions, beliefs, customs and languages of people and their cultures.
Archaeologist	Studies the material remains, such as artifacts and campsites, of past human life and activities.



Archivist	Acquires, preserves and provides access to government and private records of historical significance such as photographs, journals and oral history recordings.
Collections Curator	Acquires artifacts, specimens and works of art representing various cultures and regions, researches and documents the collection and makes it accessible to the public through exhibits and loans.

Museums and Cultural/Heritage Centres Continued

JOB	DESCRIPTION
Coordinator of Virtual Exhibits	Creates a 'virtual tour' of a museum on the Internet. These tours allow people in remote communities or around the world to explore different museum collections without having to visit the museum in person.
Exhibit Designer	Designs, produces and installs exhibits at museums and cultural centres.
Geographical Information Systems (GIS) Officer	Creates, maintains and accesses archaeological geographic names and other geographic-referenced databases.
Museum Educator	Develops and presents school and public programs to promote an understanding and appreciation of local history and heritage.

Languages

JOB	DESCRIPTION
Translator	Translates oral communication or written material from one language to another.
Linguist	Studies languages by comparison and how they have changed over time.



CULTURAL TOURISM

The following are just a few of the positions nationally certified through the Canadian Tourism Human Resource Council:

JOB	DESCRIPTION
Heritage Interpreter	Helps the public understand and appreciate the cultural and natural history of a museum, historic site, building or place.
Special Events Manager	Sets the policies and procedures of an event. The manager also plans, designs, and produces an event as well as oversees the financial and business aspect of the event.
Special Events Coordinator	Works with Special Events Manager to create and organize public events. Must have an eye for detail and the ability to complete projects.
Tour Director	Leads, accompanies and assists passengers on multi-day tours, manages arrangements and services and provides relevant information and commentary.
Tour Operator	Creates or markets tours and/or subcontracts tour services.
Local Tour Guide	Organizes and provides a professional and enjoyable experience for tourists. Responsibilities range from conducting tours and arranging hotels to ensuring the safety and enjoyment of the tour group.

Cultural Tourism Continued

JOB	DESCRIPTION
Tourism Trainer	Delivers training to adults who are interested in tourism occupations. Trainers are responsible for making sure that they adhere to tourism regulations.
Tourism/Visitor Information Counsellor	Knows the tourism industry and promotes tourism in their area. Counsellors must be able to communicate well with tourists and visitors with special needs, follow office routines and use resource materials.



WORKING CONDITIONS

In the heritage and cultural industry, people often work in museums, cultural centres or post-secondary institutions. Museums and cultural centres may be open seasonally or year-round as well as on weekends and holidays. Hours are often regular nine to five hours.

Some heritage and cultural jobs require you to work outdoors and to travel. Guides may be required to give tours outdoors and archaeologists spend a great deal of time outdoors on digs and site development studies.

As an artist or performer, you may be required to put in long and unpredictable hours as well as extensive travel to promote your art. Folk festivals, art shows, plays and concerts are often held outdoors in the summer months. Performers are often independent and set their own work schedules. Hours may be unpredictable and hectic depending on the projects on which you are working.

Contract, or temporary, work is common in the arts, culture and heritage industry. Contract work can be unpredictable, as contracts can range in length from a few weeks to a few years. However, contract work also offers many opportunities to learn a variety of new skills and to make contacts in the arts, culture and heritage industry.

If you are considering a career in arts, culture and heritage you should enjoy working with people. You should have good communication skills, be a creative thinker and be able to work in a variety of environments. There are many rewards working in arts, culture and heritage such as knowing that you are educating people about past and present cultures and entertaining people with your creativity and talent.

Additionally, entrepreneurial skills are important to have if you are working in the arts, culture and heritage industry. There are many challenges facing emerging artists and musicians such as getting people interested in your art and showing them how your art is different than others'. Many artists are self-employed and work tirelessly to promote and sell their music, art and crafts by travelling or running their own business.

WHERE TO GET TRAINING

You will increase your chances of getting a job in the arts, culture and heritage industry if you have a college or university education, or have taken other specialized training programs. However, if you have talent and are willing to work hard it is possible to move up in the arts industry without formal training.

Volunteering

Volunteering is one of the best ways for you to begin your career in arts, culture and heritage. Organizations rely on volunteers to do jobs like interpretation, administration or coordination of special events. When there is a job opening, volunteers are often considered to fill the position because of the experience they have acquired.

Volunteering is also a great way to develop new skills and to meet people who have similar interests. Volunteering enables you to make contacts in the arts, culture and heritage industry and it shows you are interested and committed. Try out for school and community plays, musicals or talent shows to gain experience, build your portfolio and to display your talent to the public.

Aurora College

Some courses and programs offered at Aurora College may help you to get a job in arts, culture and heritage. These courses are: Aboriginal Language and Cultural Instruction, Recreation Leadership, Special Events Coordination, Management and Community Development certificates. Aurora College sometimes offers art and jewelry making courses as well. Contact the campus nearest you to see what programs are available.

On-the-Job Training

Some companies and organizations may offer on-the-job training programs that will help you improve your skills and qualify for other positions. You may be able to learn and work with a more experienced employee or take training programs so you may advance in your career.

Southern Colleges

Southern Canadian colleges offer a variety of programs and certificates that provide the education and training required for many jobs in arts, culture and heritage. Some of these programs include: Arts and Cultural Management, Conservation, Dance, Digital Arts and Media, Fine Art, Information Management and Library Technology, Museum Technology, Music, Theatre Arts and Voluntary Sector Management.

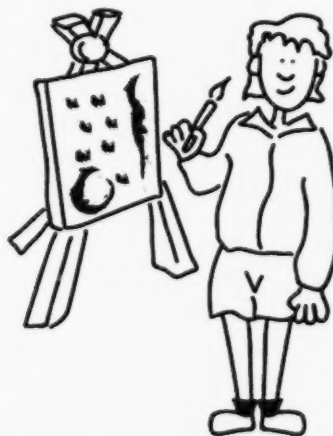
University Programs

For professional jobs in arts, culture and heritage, a university degree is often required. There are many Canadian universities that offer programs in: Anthropology, Archaeology, Conservation, Cultural Resource Management, History, Indigenous Studies, Library Science, Linguistics and Museum Studies. You can pursue a Fine Arts Degree in: Art History, Media, Music, Theatre, Visual Arts and Writing.

Canada/NWT Business Service Centre

The Canada/NWT Business Service Centre helps potential NWT entrepreneurs with information on how to start-up a business, financing, requirements, market access, exporting and government programs and services. There are many programs and grants available for those working in the arts, culture and heritage industry. For more information contact:

Web site: www.cbsc.org
Yellowknife: (867) 873-7958
Toll-free: 1-800-661-0599



HOW TO APPLY FOR A JOB IN ARTS, CULTURE AND HERITAGE

If you want to pursue opportunities in arts, culture and heritage, contact your local museum, heritage centre, heritage society or arts council. Get involved in local festivals and heritage days to either showcase your talents or volunteer. Volunteering is a large part of arts, culture and heritage, so do not be afraid to get involved!

If you are interested in a particular aspect of arts, culture and heritage, you should talk to as many people working in this field as you can to find out information. Send your resume and a cover letter to all of the organizations or companies where you would like to work. Make sure you indicate which job or jobs you are interested in and why you think you are qualified for the job.

For more information about the NWT arts, culture and heritage festivals and groups available in your community, please contact:

Community Programs Office

Culture, Heritage & Languages Division
GNWT, Department of Education, Culture and Employment
Box 1320
Yellowknife, NWT
X1A 2L9
Telephone: (867) 920-6370

USEFUL WEB SITES

Browse the following web sites for jobs, training or volunteer opportunities in the NWT and across Canada.

JobsNorth

This web site is a northern labour exchange designed for both employers and job seekers in the NWT. Browse the job postings for opportunities to work and/or volunteer in the arts, culture and heritage industry.

www.jobsnorth.ca
Telephone: (867) 873-7690
Toll-Free: 1-866-606-JOBS (5627)
E-mail: jobsnorth@gov.nt.ca

Great Northern Arts Festival Society

The Great Northern Arts Festival is an annual celebration of Northern Canadian arts and culture. Each summer, up to 100 visual and performing artists from across the Northwest Territories, Nunavut, Yukon Territories and beyond share their talents. The cultural representation each year is vast and includes Inuit, Inuvialuit, Gwich'in, Dene, Metis and many other of Canada's Northern First Nations as well as guests of the Festival.

www.gnaf.ca

Telephone: (867) 777-3536

E-mail: info@gnaf.ca

Northwest Territories Arctic Tourism (NWTAT)

The NWTAT supports the development of a strong tourism industry in the Northwest Territories by working closely with various Aboriginal organizations, tourism associations, communities and government departments.

www.nwttravel.nt.ca

Telephone: (867) 873-5007

E-mail: nwtat@nwttravel.nt.ca

Prince of Wales Northern Heritage Centre

The Prince of Wales Northern Heritage Centre, a division within the Department of Education, Culture and Employment, Government of the Northwest Territories, has the responsibility for preserving, promoting and enhancing the arts, the cultural heritage and the official languages of the Northwest Territories.

www.pwnhc.ca

Telephone: (867) 873-7551

Email: pwnhcWeb@ece.learnnet.nt.ca

Canadian Heritage

This web site highlights the various programs that aim to create a more cohesive and creative Canada. Explore subjects ranging from arts and culture to multiculturalism and youth.

www.canadianheritage.gc.ca

Telephone: (204) 983-3601

E-mail: pnwt_ptno@pch.gc.ca

Canadian Museums Association

This web site is for museums and museum workers across Canada. It provides current information on training opportunities and financial support in museum studies.

www.museums.ca
Telephone: (613) 567-0099
E-mail: info@museums.ca

Canadian Tourism Human Resource Council

The Canadian Tourism Human Resource Council (CTHRC) is a national non-profit organization that promotes and enhances professionalism in the Canadian tourism industry. The CTHRC brings together tourism businesses, labour unions, provincial, territorial and national associations, education/training providers and government to address the tourism industry's human resource needs.

www.cthrc.ca
Telephone: (613) 231-6949
E-mail: cthrc@cthrc.ca

Cultural Human Resources Council

This web site lets you explore the many possible jobs in arts, culture and heritage throughout Canada. Use the web site tools to search for internships, jobs and post-secondary institutions.

www.culturalhrc.ca
Telephone: (613) 562-1535
E-mail: info@culturalhrc.ca

Aboriginal Tourism Team Canada (ATTC)

ATTC is a national Aboriginal tourism association. It is a partnership of business and government whose goal is to influence and develop tourism policies and programs to benefit Aboriginal people in Canada.

www.attc.ca
Telephone: (613) 235-2067
Toll Free: 1-800-724-7872
E-mail: admino@attc.ca

CAREER PLANNING

To be successful in life, it is important to plan your career. Your career is the total of all your life experiences. Career planning is an ongoing process from youth through adulthood where you look at what are the best decisions for you, based on who you are, what training and education you want and what opportunities are available. Finding the best fit between your skills, interests, values and available jobs will give you more control over your life.

For more information or assistance with career planning, contact your local Career Centre or Adult Educator.

Remember, your future depends on your efforts.

FINANCIAL ASSISTANCE

Depending on your circumstances, financial assistance may be available through the support programs administered by the Department of Education, Culture and Employment.

Web site: www.nwtsfa.gov.nt.ca

24-hour information line

(867) 873-7190

24-hour toll-free line

(800) 661-0793

FOR MORE INFORMATION

For more information on jobs or training in arts, culture and heritage, talk to someone who works in the industry or contact your local museum, heritage centre, heritage society, or arts council. Your regional Career Centre will be able to help you learn about:

- Your skills, interests and values
- Where to find information
- How to search for jobs
- How to write resumes
- How to apply for jobs
- How to do a job interview
- How to do your own career planning



NWT CAREER CENTRES

The six regional career centres are located at:

Fort Simpson Deh Cho Hall (867) 695-7335
Fort Smith Sweetgrass Building (867) 872-7218
Hay River Courthouse Building (867) 874-9200
Inuvik Perry Building (867) 777-7365
Norman Wells Shihta Regional Council . . . (867) 587-2566
Yellowknife Joe Tobie Building (867) 766-5100

**Other Booklets in the
Career Opportunities Series include:**

- Jobs in Aviation
- Jobs in Community Government
- Jobs in Construction
- Jobs in Diamond
Manufacturing Industry
- Jobs in Health Services
- Jobs in Information Technology
- Jobs in Mining
- Jobs in Oil and Gas
- Jobs in the Service Sector
- Jobs in Social Sciences
- Jobs in Tourism



Northwest Seminars Education, Culture and Employment

February 2004